



Book	Policy Manual
Section	200 Pupils
Title	Non-District-Owned Electronic Devices
Code	237
Status	Active
Legal	<ol style="list-style-type: none"><li>1. 24 P.S. 510</li><li>2. Pol. 815</li><li>3. Pol. 815.1</li><li>4. Pol. 816</li><li>5. 24 P.S. 1317.1</li><li>6. Pol. 218</li><li>7. Pol. 122</li><li>8. Pol. 123</li><li>9. Pol. 233</li><li>10. Pol. 113</li><li>11. Pol. 226</li></ol>
Adopted	November 10, 2004
Last Revised	August 19, 2019

### **Purpose**

The Board of School Directors of the New Castle Area School District adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

### **Definition**

**Personal electronic devices** are non-district-owned devices that shall include all devices that can take photographs; record audio or video data; store, transmit, or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, smartphones, tablets, iPads, and laptop computers, as well as any new technology developed with similar capabilities.

### **Authority**

In line with the expectations set forth in the 815, 815.1, 816, and 237 Acceptable Use policies, the Board permits the use of non-district-owned electronic devices for supervised and structured

teaching and learning opportunities as established by the Superintendent or designee. The Board authorizes the building principal, district administration, or designated professional staff member to define the educational value and permit or place restrictions on the possession or use of any electronic device.[1][2][3][4]

The use of personal electronic devices is permitted only according to the terms outlined in this policy. The Board permits the use of personal electronic devices in line with the expectations set forth in the Acceptable Use Policy. The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites, and other changing areas at any time.

Personal electronic devices shall not be used in any way that disrupts or detracts from the education and work environment. The Board permits the use of electronic devices for educational and operational purposes. The Board further permits personal electronic devices for non-disruptive use during non-instructional and non-operational times in locations designated by the administration (such as lunch or recess). The use of personal electronic devices during school-related activities may be permitted in accordance with guidelines established by the district. Student use of personal electronic devices while being transported using school district-operated or sponsored transportation shall be allowed so long as the device is on "silent mode," used with headphones or inaudible in order to text message, play games, privately listen to music or for other similar purposes. Students are prohibited to take photographs and/or audio or video recording at any time.

The Board prohibits possession of laser pointers and telephone paging devices/beepers by students in district buildings, on district property, on buses and other vehicles provided by the district, and at school-sponsored activities.[5]

The district shall not be liable for the loss, theft, damage(**even if the phone is confiscated by school personnel**), or misuse of any personal electronic device brought to school, possessed/used during the school day, in/on district buildings, district property, district vehicles or contracted vehicles, during transport to/from school, while attending school-sponsored activities during the school day, and/or any/all school-sponsored activities generally. The district will provide no technical support, troubleshooting, or repair for electronic devices.

#### Electronic Images and Photographs and Video

Use of personal electronic devices for photography and/or recording may only occur when authorized by the building principal, district administration, or designated professional staff member for the purposes of participation in educational activities.

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of any images, videos, or photographs including obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting, application sharing, and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Such prohibited activity shall also apply to student conduct that occurs off school property if:[6]

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[7][8]
3. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.

#### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians, and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods. Additionally, the district will provide opportunities for students to receive instruction on email etiquette and what it means to be a responsible digital citizen.

The Superintendent or designee shall develop administrative regulations to implement this policy.

### **Guidelines**

Use of personal electronic devices pursuant to this policy is a privilege, not a right, unless otherwise required by legal exception stated below. Abuse of this policy will result in discontinuation of electronic device privileges as determined by the administration.[6][9]

When utilizing a non-district-owned electronic device for learning purposes during the school day, the following conditions will apply:

1. The use of all personal communication devices shall be used in conformity with the New Castle Area School District's Acceptable Use Policy #815.[2]
2. The district holds high expectations for student behavior, academic integrity and the responsible use of non-district-owned electronic devices.
3. Students who are allowed to possess and use their devices during the school day will demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.
4. Students are not permitted to use any electronic device to record audio or video media or take pictures of any staff or students without their permission. The distribution of any unauthorized media may result in disciplinary actions including but not limited to suspension, criminal charges, and expulsion.
5. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, bully, or embarrass other classmates or teachers.
6. For student use, the district will provide filtered and authenticated wireless access to the Internet.
7. The district forbids student access to the Internet through a 3G, 4G, or other content service provider.
8. The district will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Costs associated with the use of data and applications on personal electronic devices will be the responsibility of the user.
9. Parents/Guardians must call the school for any emergency situation, rather than attempting to contact their child directly. The school will in turn contact the student in question when appropriate.
10. Each of the above prohibitions remains in effect during any emergency drill or actual emergency. Furthermore, any student using a cell phone or other electronic or personal communication device while on school district property or while using school district-operated and/or sponsored transportation during an emergency may have the device confiscated by school district personnel.
11. Each of the above prohibitions remains in effect during all off-campus activities, such as field trips, sporting events, music competitions, and/or other school-sponsored events.

12. Students will not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy. Use of electronic devices is prohibited during testing, except where specifically authorized by the teacher or staff member and where the use of such device is required for the test.
13. In the event that another student uses a device owned by another student in violation of this policy both students may be liable for consequences resulting from its use.

Any and all use of electronic devices is subject to the restrictions, monitoring, guidelines, and prohibitions of the Acceptable Use Policy. Violations of this policy by a student shall result in disciplinary action and will result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian.[6][9][11]

#### 1. Consequences for Violation of Policy – Cooperative Students

- a. 1st Offense - device confiscated - returned to **student at the end of school day**.
- b. 2nd Offense - device confiscated - returned to parent - **Disciplinary action taken**.
- c. 3rd Offense - device confiscated - returned to parent - **Out-of-School Suspension & possible loss of device privileges**.

#### 2. Consequence for Violation of Policy – Uncooperative/Defiant Students

- a. Refusal to turn device over to a teacher/school official - Out-of-School.
- b. Suspension (1-3 days depending on level of non-compliance **and possible loss of device privileges**).

#### Exceptions

The building principal or designee may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety, or emergency reasons.
2. A student's individualized education program (IEP).[10]
3. Other reasons as determined appropriate by the building principal.

#### No Privacy

The district reserves the right to log network and Internet use and to monitor file server space utilization by district users. The district retains the right to review and edit any materials, including email messages on individual user accounts and workstations where reasonable suspicion of abuse of this or other district policies exists. The district reserves the right to purge data stored by all authorized users and to delete an account when students are no longer enrolled in or in the service of the district.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[5]

1. Student is a member of a volunteer fire company, ambulance, or rescue squad.
2. Other reasons deemed appropriate by the building principal.

